

Report of the University Librarian

1954-55

Use of the Library

In the three libraries of the University -- the Rutherford and Education libraries in Edmonton and the Library of the Calgary Branch -- activity continued on an even higher level than last year, with a total circulation of 207,101 as compared with 176,058 for 1953-54, and a total attendance [†] of 412,198 as compared with 340,360 for 1953-54.

Most of the reading rooms are open shelf reading rooms, so that the actual use made of the books is many times greater than that shown in the recorded circulation figure. The figures leave no doubt that the students are now making full use of the library, as has been indicated all year by the well-filled reading rooms, and the increased use of the stacks and Browsing area.

Summer Session 1954

The use made of the Rutherford and Education libraries was the heaviest on record -- showing an increase of 31% over that of 1953. The Reserve Reading Room and the Browsing Area were again kept open in the evenings. The further increase in the use of the Browsing Area emphasizes the students' interest in good current reading of a general nature, apart from books required for their courses.

The Music Listening Room was open on five Thursday evenings from 7:30 - 9:30, when the programs consisted of recordings of the following plays: Benét. John Brown's Body; Shaw. Don Juan in Hell; T.S. Eliot. Murder in the Cathedral; Shakespeare, Hamlet; Fry. The Lady's not for burning. Three supplementary programs were given for students of the Shakespeare course when Othello and Macbeth were played. All these programs proved very popular and were well attended.

Increased hours of opening and stack service

Beginning in October 1954 all areas of the Rutherford Library remained open during the supper hour, giving continuous service from 9 a.m. to 10 p.m. Monday through Friday. Stack service from the Main Circulation Desk and access to the stacks for stack permit-holders, was also given continuously

[†] A count of readers is taken once an hour in the various reading rooms except the Smoking Room which is unsupervised. This figure therefore represents actual reading hours.

during these hours.

Heretofore stack permits had been issued only to Graduate and 3d and 4th year Honors students. This year Arts and Science students and B.Ed. students in their final year were made eligible.

These changes resulted in an increase of 28% in circulation from the Main Desk and 113% increase in the use of the stacks. The study carrels in the stacks were used to capacity for the first time. There was general appreciation of the longer hours for stack-users, and of the evening service for students of the Evening Classes. Library facilities were also provided for the Evening Classes in Lethbridge and Medicine Hat by arrangements with the public libraries in those cities to circulate our books to students.

Use of the Library by outside readers

In addition to the loan service given to Government officials, research and technical workers, and medical doctors, the general public is using the Library for reference to a surprising degree with a resultant heavy load on staff time and facilities.

This use is increasing steadily, and now constitutes a significant part of our service, particularly in the Reference, Medical, and Applied Science Reading Rooms.

Photostatting Service

In October a Photostatting unit was presented to the Library by the College of Physicians and Surgeons of Alberta. This now enables us to send copies of journal articles to medical and research men in the province, without the necessity of sending valuable bound journals through the mails. All photostats are provided at cost, which includes materials and the operator's time, but not the reference time of the Library staff. This machine has already proved its value, both for out-of-town requests, and for copies of material required by individuals and departments on the Campus, particularly the Alberta Research Council.

Library Committee and Library Sub-Committee

The Library Committee met three times during the year and the Library Sub-Committee four times. With their approval a new method of selecting current journals was approved and put into effect. In April each year forms will be sent to each

teaching Department asking for their recommendations regarding new journals. A complete list of journals requested is then circulated to all departments for comments on their value and probable use. In the light of these comments the Library Sub-Committee makes the selection of new journals in September for the coming year, subject to final approval by the Main Library Committee.

During the year a complete survey was made of the book-needs of the various teaching departments, and a revision of departmental book appropriations was made, based on the number and type of courses given by a department, the number of faculty and graduate students, the cost of books, dependence on the library, and other similar factors.

Reclassification

The work of reclassifying the main book collection according to the Library of Congress Scheme, which was authorized by the Board of Governors in April 1952, has been going steadily forward, although slowed down by an unusually large number of staff changes during the year. In last year's report it was noted that the Medical and Applied Science Reading Rooms had been totally reclassified. This year we moved into the Main stacks. As the Language and Literature on Tier 6 were the most confused section of the old classification scheme, work was begun there and completed in March 1955. Work is now proceeding on Tier 4, where the Science and Political Science books are housed.

Staff

The Library during the past year has had a full-time staff of 33, of whom 16 are qualified librarians. In addition, a professional cataloguer and a typist are employed during the period of reclassification.

On July 1, 1954 Mr. Bruce Peel, MA (Sask.) BLS (Tor.) was appointed Assistant Librarian. Mr. Peel had been Chief Cataloguer since 1951, and prior to that had been Librarian of the Shortt Library at the University of Saskatchewan.

Miss Caroline Hicks, BA, BLS (McGill) succeeded him as Chief Cataloguer. Miss Phyllis Russell, who had been a member of the Library staff since 1950 resigned in July 1954 and was replaced by Miss Bonney White BA, BLS (Toronto).

Student Assistants

During the year 76 students were employed for varying periods weekly -- 6 in Calgary, 12 in the Cataloguing Department and the remainder at the Main Circulation Desk, in the stacks and in the various reading rooms, assisting at the charging desks,

or shelving books.

Stock of Books

During the year, 9,490 new volumes were catalogued for the collection. 437 worn or outdated volumes were withdrawn from the collection giving a total of 157,250 accessioned volumes in the collection as of March 31, 1955.

It should be noted that much other material was added which is not included in the above figure, including numerous long runs of back journals not yet accessioned, 4839 maps and 7800 documents processed this year, and considerable material in microfilm form.

Departments

Order Department

The Order Department is responsible for the ordering of all books, supplies and equipment for the entire library system.

This year's volume of work is the largest on record with 6,673 volumes ordered and an additional 902 volumes received as gifts. 555 volumes of back periodicals, approved by the Library Sub-Committee were located and ordered, involving considerable checking of secondhand catalogues and other sources.

Buying from a special fund for the Woods Collection was undertaken on a large scale this Spring. All titles were checked for price, availability and duplication. By the end of April 350 titles had been ordered, with another 500 or 600 ready for ordering or to be sent out on search lists.

Cataloguing Department

The main theme in the Cataloguing Department during the past year was change: change in personnel, change in the type of books being reclassified; change in furniture and arrangement.

As noted above, Mr. Peel became Assistant Librarian in July and was replaced as Chief Cataloguer by Miss C. Hicks. Numerous other changes among the professional, clerical and student assistants made for constant readjustment of staff and work.

The department classified 500 more new titles this year than last year. With approximately 1000 new titles being ordered for the Woods Collection and an anticipated further increase of 500 in new books ordered, the time spent by the classifiers on new bookswill have to increase to the detriment of the reclassification project. To date a total of 62,757 volumes have been reclassified.

This year's work included 8987 volumes accessioned, 9490 new volumes catalogued, 19,024 volumes reclassified, 27,789 volumes lettered, 437 volumes withdrawn and 71,029 cards typed.

Reference Department, Periodicals and Binding

This department provides general reference service for the staff and students, including interlibrary loan service for the faculty. It is responsible for the microfilm and microcard equipment, maps, pamphlets and documents. It is also responsible for current periodicals and the binding of books and journals for the entire library. The Reference Reading Room, Periodical Room and Rare Book Room are under its supervision.

Statistics for 1954-55 show an increase in all areas of the Reference Department over those of last year. Attendance in the Reference Reading Room was 114,223 as compared with 86,525, an increase of 32%. Circulation of reference material increased by 14%, reference questions by 11%, and the circulation of current journals by 13%.

The organization of the documents and map collections has been going steadily forward. A total of 4839 maps were processed this year -- 914 Canadian, 3050 European, 750 American and 175 Alaskan -- as compared with 2600 last year. Owing to the extensive use now being made of the map collection, it has been necessary to set up a new map area in the Periodical Reading Room.

A new documents section is being set up on Tier 2 of the stacks, which when completed will provide improved facilities for staff and senior students in Economics and Political Science. The whole document collection has been rearranged and labelled for easy use. A total of 779 $\frac{1}{4}$ documents were processed this year as compared with 5850 in 1953-54.

During the year, 1623 current journal subscriptions were placed and 2007 journals or books were bound or repaired.

General Circulation Department

This department is in charge of the Reserve Reading Room, The Main delivery desk and stacks, and the Browsing area on the 2d floor with its special book collection. Its staff, consisting of two professional librarians, three non-professional graduates and a clerical assistant, employs a large number of student assistants for peak hours during the term, as desk pages and for shelving books and sending out recall notices.

The Circulation department continues to bear the brunt of the inconvenience caused by the Reclassification program and the

temporary arrangement of the books under two systems. Between the beginning of May and the end of June all the books and bound journals on Tiers 4, 5, and 6 were shifted and rearranged in preparation for reclassification. With Tier 6 (Language and Literature) completed, the most trying period of the work is completed ~~finished~~.

Circulation during the year from the Reserve Room was 39,747; from the Stacks and Browsing area 34,627 -- a total of 76,165, an increase of 28% over 1953-54.

Attendance for the three areas totalled 20,586, an increase of more than 100% in the use of the stacks attributable to the institution of evening hours for study there.

Report of the Branch Libraries

Applied Science Reading Room

The use of this reading room jumped during the past year from 32,616 to 45,277, an increase of 35%. It is interesting to note that the attendance here during our first year in the Rutherford Library (1951-52) was 22,261 -- less than half of that of our fourth year (1954-55) in the building.

One of the reasons for this increase is the larger enrollment in the Faculty of Engineering, and the very greatly increased use made of the Library by the students of this Faculty. Considering that this reading room serves the Faculty of Agriculture and the Department of Chemistry in addition to the Faculty of Engineering, all of which have heavy programs of lectures and laboratories, we feel that the growth in the use of the library is very significant.

The recorded circulation also showed an increase of 22% over that of last year. As this figure represents only material out on overnight loan, it gives no idea of the actual use made of the books and periodicals. Students are also making much greater use of the periodical indexes. Reference questions also increased from 694 in 1953-54 to 2,110. This is explained in part by the fact that the first and second year engineering students have been making far more use of the library than in former years.

Law Reading Room

The use of this reading room was up again this year with an increase of 18% in circulation. Since books in the reading room and adjoining stack room are freely accessible to students, this figure covers only the comparatively small part of their reading represented by the text-books and journals which circulate

for over-night use.

Much care and thought have been given to the building-up of this collection during the past ten years by the Law faculty and the Library. The results are now in evidence in the increasing completeness of our resources.

Medical Reading Room

Attendance in this reading room, which provides service for the faculties of Medicine and Dentistry, and the Schools of Nursing, Pharmacy and Physiotherapy, shows an increase of 31% over that of last year. The most noticeable increase is in the evening attendance, indicating that the students are relying more and more upon the reading room as their place of study. Most of the books and current journals are now on open shelves in the reading room fully accessible to readers, so that there are no statistics of their use in the Library. Circulation for home use was 16,844 as compared with 14,140 in 1953-54 -- an increase of 19%.

Talks given this year by the Medical Librarian included instruction to groups of first-year Medical, Dental and Pharmacy students, 3d-year Pharmacy and Household Economics students, Public Health students in Nursing, and Physiotherapy students. These students were all shown how to use the periodical indexes to secure journal material for their essays and reports.

During the year, 4,925 items were borrowed by doctors in the city and province, as compared with 3,976 last year. It is felt that the new photostatting service will take care of many of these borrowers, and the bound journals, formerly sent out on loan by mail, will remain in the library available for reference purposes.

Education Library

This is the one branch library on the Edmonton campus which is not housed in the Rutherford Library. It now occupies 2 floors in the Education Building. The increase in library use and the growth of the book collection now require the addition of a third floor to serve as stack room and graduate study area. This is made possible by the removal of the demonstration school to the new South Side Composite School, and the work is going forward to be in readiness for the Summer Session, 1955.

The Attendance figure of 38,205 for the past year showed an increase of 31% and the Circulation figure 51,264 an increase of 20%. Extra mural loans were double those of last year.

The Library was kept open on Monday and Thursday evenings throughout term for the benefit of the Evening Class students.

Again, for three weeks in May, the Canadian Education Association -- Kellogg Foundation Project, held its workshop on educational administration in the Education Building. Seventy school administrators from across Canada were in attendance, and made extensive use of the library for reading and reference.

Calgary Branch

The expansion of the Calgary Branch of the University in 1951-52 resulted in an increase in space, equipment and staff for the library, which ceased then to be purely an Education library and was reorganized to cover the new fields of teaching in Arts and Science. Since then the work of building the book collection has continued steadily, with special emphasis on the Reference section in the purchase of the large fundamental reference works, and the filling in of gaps in back journals to serve both the faculties concerned. Now once again space is at a premium, and with the removal of the University Demonstration School we have hopes of gaining some much needed room to the Westward.

Like most of the other reading rooms this is an open-shelf library with the books directly accessible to readers. Circulation for home use showed an increase of 20% over last year's -- from 14,620 to 17,194; with a very large increase in the use of pictures and pamphlets for practice teaching.

Instruction in the use of the Library was again given to students by the Branch Librarian -- 2 periods for the Arts and Science students and four for the Education students.

Acknowledgements

The Librarian gratefully acknowledges the assistance received from the Library Committee and the Library Sub-Committee, and from the various branch and departmental library committees, who have devoted much time and thought to library matters.

Gifts

We are grateful for gifts to the Library from the following organizations and individuals: -

The College of Physicians and Surgeons, 2 Transcopy units for Photostatting service, and a grant of \$300 for the purchase of books for the Medical Library;

Gifts (continued)

The Alberta Tuberculosis Association, a grant for the purchase of books up to the value of \$200;

The Canadian Cancer Society, a grant for the purchase of books and journals on cancer for the Medical Library;

Mrs. Irene Gonsett, a further \$250 for the purchase of Slavic books;

Dr. H.R. Milner, 205 titles from his library, including a number of items for our Canadiana Collection and a set of Champlain Society Publications which has been listed at \$1000 in some dealers' catalogues;

Professor C.R. Stelck, Paleontologie von Timor valued at \$400;

And from numerous other sources, gifts of books, recordings and pictures which have been duly acknowledged.

Library Staff as of March 31, 1955

Administration

Marjorie Sherlock, M.A., B.L.S.

Bruce Peel, M.A., B.L.S.

(Mrs.) Helen Osoba

Librarian

Assistant

Librarian

Secretary

Reference

Dorothy Hamilton, B.A., B.Sc. in L.S., A.M.L.S. Reference Librarian

Melba Morrison, B.A., B.L.S.

Lois Carrier, B.A., B.L.S.

(Mrs.) Penelope Sullivan, B.A.

Lillian Young

General Librarian

General Librarian

Non-Professional Graduate

Clerical Assistant

Orders

Lillian Leversedge B.A., B.L.S.

Sheila Baker

Order Librarian

Clerk-typist

Cataloguing

Caroline Hicks, B.A., B.L.S.

Donys Noden, B.A., B.L.S.

Yvonne Fenton, B.A., A.L.A.

Phyllis Morgan, B.A., B.L.S.

Chief Cataloguer

Classifier

Classifier

Classifier (during
Reclassification)

Clerk-Typist

Clerk-Typist

Clerk-Typist

Clerk-Typist (during
Reclassification)

(Mrs.) Alice Bailey, B.A.

(Mrs.) Rosalie Wilson

Barbara Williams

Joy Parsons

Circulation

Norma Freifield B.A., B.L.S.
Dorothy Ryder, B.A., B.L.S.
Marjorie Free, B.A.
Frances Sissons
Patricia Noble

Circulation Librarian
General Librarian
Non-Professional Graduate
Non-Professional Graduate
Clerical Assistant

Applied Science Reading Room

(Mrs.) Emma MacDonald, B.A., B.L.S.
Bonney White, B.A., B.L.S.

Applied Science Librarian
General Librarian (Half-time with Medical Reading Room)
Non-Professional Graduate (Half-time with Med. R.R.)

Claire Helman, B.A.

Law Reading Room

Mills Shipley, LL.B., B.L.S.
Frances Sissons

Law Librarian
Non-Professional Graduate (Part-time)

Medical Reading Room

Blanche Giffen, M.A., B.Sc. in L.S.
Bonney White, B.A., B.L.S.

Medical Librarian
General Librarian (Half-time with Applied Science)
Non-Professional Graduate (Half-time with Applied Science)

Claire Helman, B.A.

Education Library

Emily Clever, Dip. in L.S.
(Mrs.) Jean Willoy, B.A.
(Mrs.) Muriel McCreary
Victoria Calder

Education Librarian
Non-Professional Graduate
Clerical Assistant
Clerical Assistant

Calgary Branch Library

Mary Grant, B.Sc. in Ed., B.L.S.
Irene Burnett

Branch Librarian
Clerical Assistant

Library Committee

The President, Chairman
The Deans
Professor E.H. Moss
Professor H.R. Thornton

Professor H.E. Rawlinson
Professor O.J. Walker
Mr. G. Samuel, Assistant to the President
The Librarian, Secretary.

Library Sub-Committee

Professor H.R. Thornton, Chairman
Dean A.H. Johns
Professor H.E. Rawlinson
Professor O.J. Walker

Professor G.W. Govier
Mr. George Samuel
The Librarian, Secretary

Medical Library Book Committee

Dr. N.M. Cantor, Chairman
Dean J.W. Scott
Dr. R.L. Anderson
Dr. J.Ross Vant

Dr. W. Bramley-Moore
Miss M. Sherlock, Librarian
Miss Blanche Giffen, Medical
Librarian, Secretary.

Dental Library Book Committee

Dr. S.D. Fraser, Chairman
Dean W.S. Hamilton
Dr. W.E. Webber

Dr. William Orobko
Dr. B.J. Eastwood
Miss Sherlock, Librarian
Miss B.Giffen, Medical
Librarian, Secretary

Education Library Committee

Asst. Professor B.Y. Card, Chairman
Assoc. Professor H.T. Sparby

Assoc. Professor W. Pilkington
Miss Clever, Education Librarian
Secretary

Library Committee, Calgary Branch

Dr. E.F. Guy, Chairman
Professor A.L. Doucette
Assoc. Professor W.F. Allen
Asst. Professor Bertha Newton

Mr. M.C. Martin
Asst. Professor Helon Stadelbae
Miss M.I. Grant, Branch
Librarian, Secretary.

